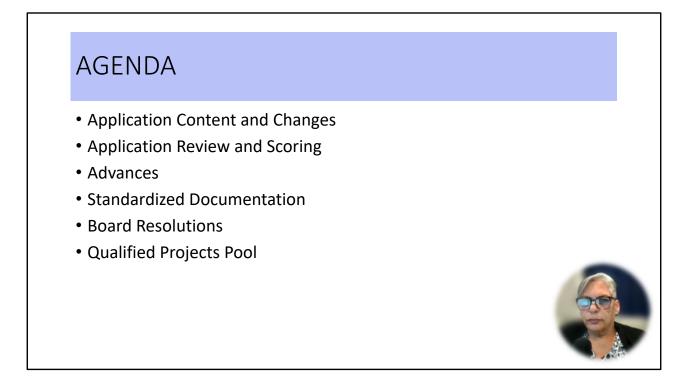
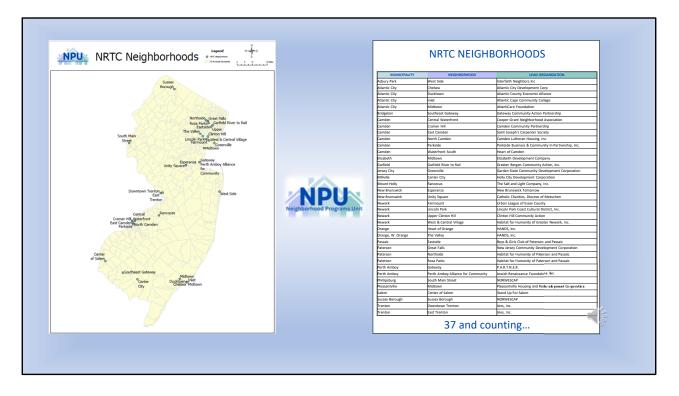


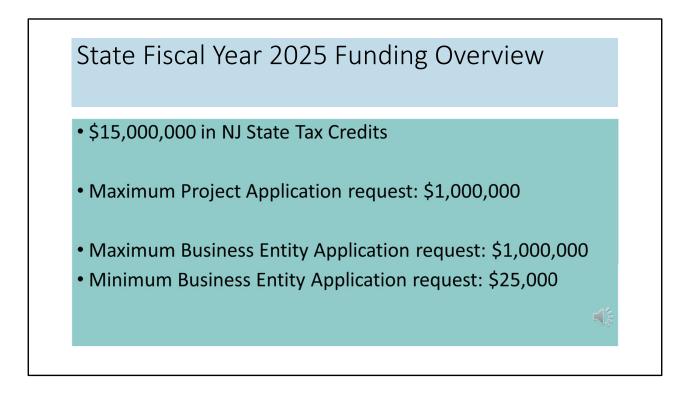
This information pertains to the NRTC Project Grant Application for state fiscal year 2025, open to lead organizations of approved NRTC neighborhoods.



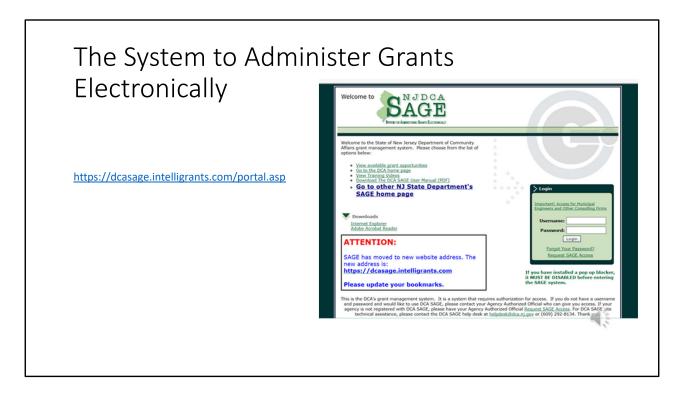
This presentation will cover this year's application and the changes that have been made, application review and scoring, advances, standardized documentation, board resolutions and the Qualified Projects Pool. But first let's have a look at this year's funding and our current list of approved neighborhoods.



Currently, there are 37 NRTC neighborhoods across the state. We know of Neighborhood Plans in development in 6 potential neighborhoods and there are groups with aspirations to develop plans in several others. NRTC is growing.



Program funding for state fiscal year 2025 has not changed. The project application maximum request and the minimum and maximum for Business Entity applications have not changed.



We've made no changes to the SAGE application pages for 2025, but we have made a few changes to the information required; asking for just a little less. In the next few slides, we'll cover the Application Content as listed in the Overview and Guidelines to show you what has changed, the SAGE application pages that have not been changed accordingly and exactly what to do about that. The 2024 application may be copied forward to 2025.

For activities that involve more than one measurable outcome, list each portion of the activity on a separate line.	INSTRUCTIONS For each proposed activity, provide the application activity #, the corresponding Strategy Name and Strategy Number from the approved Neighborhood Plan, and the Projected Plan Outcomes to achieve. Select the component, enter the count and select the unit of measurement. For activities that involve more than one measurable outcome, list each portion of the activity on a separate line. Proposed Activity Name Strategy Nume Projected Plan Outcomes of the Activity Component Count Me	ies the activity is expecte	ojected Plan Outcomes the						
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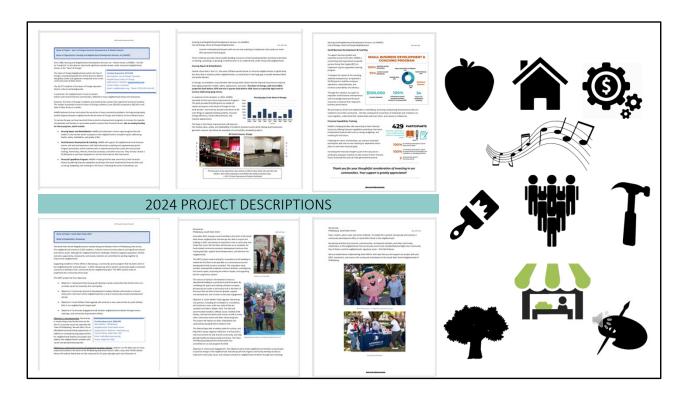
As in 2024, applicants will use the NRTC Project Information Workbook to enter a good portion of the application information. The workbook may be downloaded from the Attachments page of the online SAGE application. The Project Description, Neighborhood Involvement and Other Sources of Funding tabs have not changed. Before we review the tabs that have changed, we'll take a quick look at the template for Part Two of the Project Description, which may be downloaded from the Attachments page.

Project Dese	cription
	Return to Previous Page ATTACHMENTS Check for Errors * = Required Field
Name of Project Name of Organization	a. Map #1: showing the clearly marked location of each project activity, b. Map #2: showing the neighborhood boundaries and legible street names. Browsen. No file selected.
Project Description here, with images; max. 3 pages:	Browse No file selected. B. Copy of Funding Commitment Letters: for each source listed on the "Other Sources of Funding" SAGE application form, upload documentation in the order listed on the form. This should include committed funding form private agreements, private document, lending institutions, and other State agencies such as NURA, HMFA, and NUEDA. Browse) No file selected.
Municipality: Neighbarhaod: Organization's Website: Contact Name: Email: Phone:	C.NETC Project Information Workbook - Ensure al information is completed according to the instructions found on each spreadsheet. <u>INTC Project Information Excel Workbook</u> Torowa… No file selected.
	D. Project Description Template - Provide photos, renderings, and/or graphics, and narrative description of the project: a maximum of pages for presentation to potential investors. <u>Project Description Template Word Document</u> Browse No file selected. E. Insurance Certificate/Fidelity Bond
	C. Instructed enditation from your Reviews No file selected. F. Additional Items should be uploaded here: Reviews No file selected.

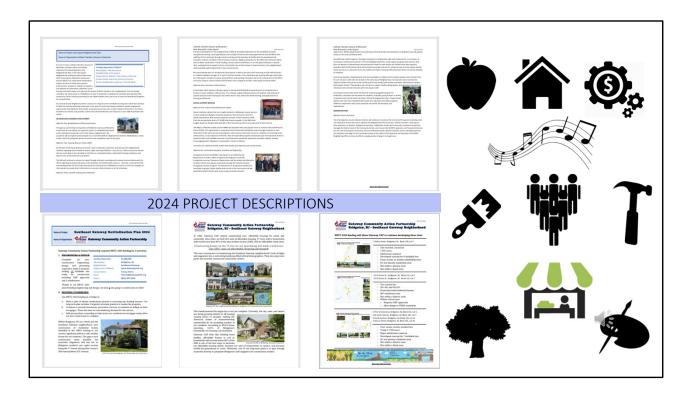
The Project Description Template will not be scored, but it is a crucial part of the application. This description will be used to present the project to potential investors through the Qualified Projects Pool process. The narrative description may be up to 3 pages in length, should include photos or other graphics to describe the project, and avoid references to Neighborhood Plan strategies; your target audience is potential investors not the NRTC Team.



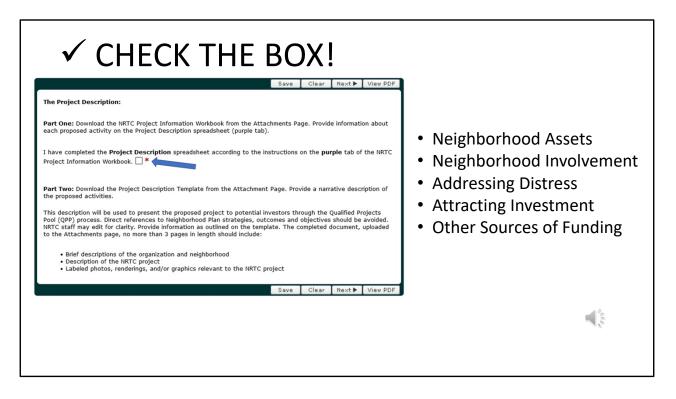
2024 Project applicants did a great job of putting their own stamp on project descriptions using the template.



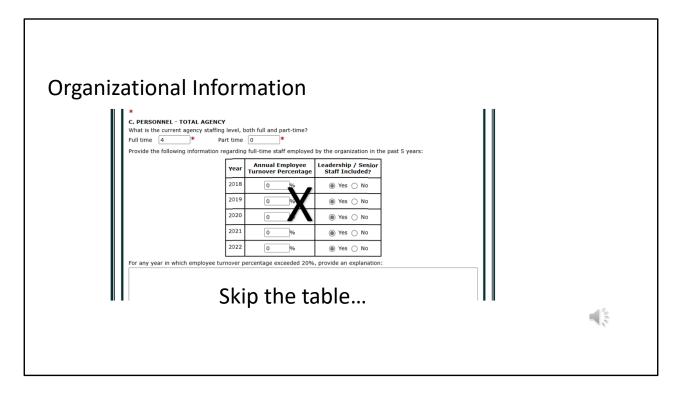
Photos of community events, programs and other activities; maps, charts, logos and graphs enhanced these narrative descriptions.



And just a few more examples from last years' Qualified Projects Pool.



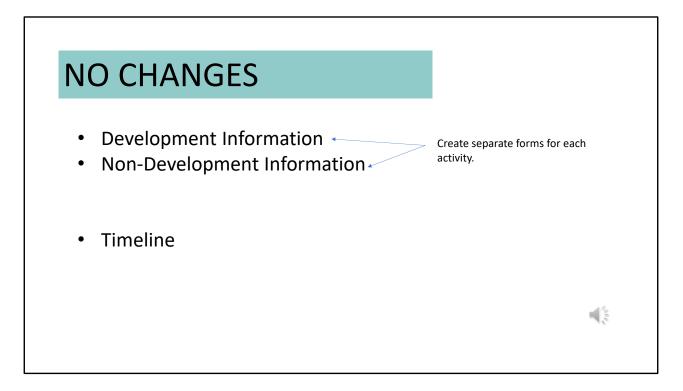
After completing Part One of the Project Description, remember to check the box on the corresponding SAGE application page. You'll find those check boxes on the other SAGE application pages listed here as well. Each one must be checked, even if no information will be entered on the NRTC Project Information Workbook.



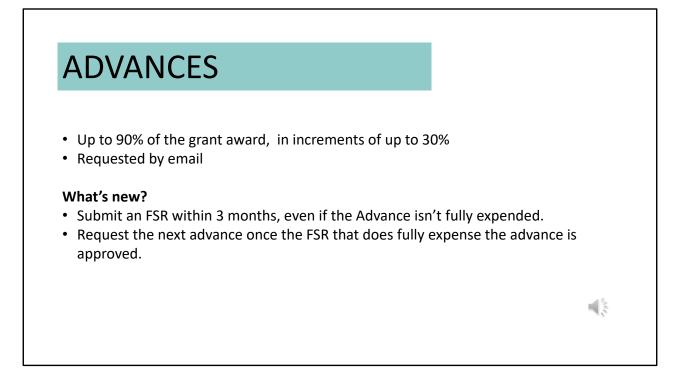
The Organizational Information application page has not changed, but applicants may leave the Annual Employee Turnover table blank. This information is no longer required.

Community Develo	oment Experience
A B Community Development Supervision Community Supervision C	✓ CHECK THE BOX!
Project Description Community Dev. Experience Neighborhood Involvement Attracting Investment, Other Sources of Funding	Return to Previous Page COMMUNITY DEVELOPMENT EXPERIENCE Check for Errors * = Required Field A Back Save Clear Next View PDF
3 YEARS' INFO <u>NOT</u> 5 for 2025	Download the NRTC Project Information Workbook from the Attachments Page. Provide information for each completed project involving physical development in the INTC neighborhood in the 5 years preceding the date of application on the Community Development Experience spreadsheet according to the instructions on the yellow tab of the NRTC Project Information Workbook.

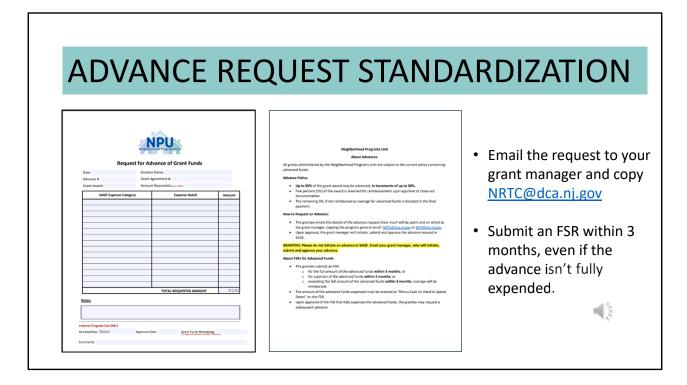
In 2024, 5 years' worth of Community Development Experience was required. For 2025, just 3 years' of information will be entered but the SAGE application page instructions have not been updated. Check the box on the SAGE application page but follow the instructions in the Overview and Guidelines and NRTC Project Information Workbook.



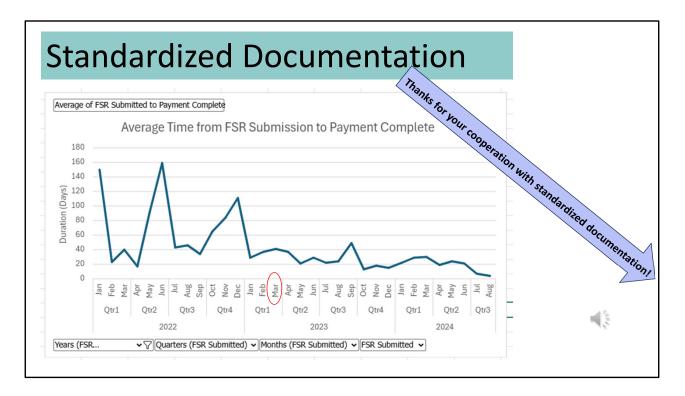
No changes have been made to the Development or Non-Development Information forms or the Timeline. When planning the timeline for your project, do keep in mind the policy and procedure for Advances.



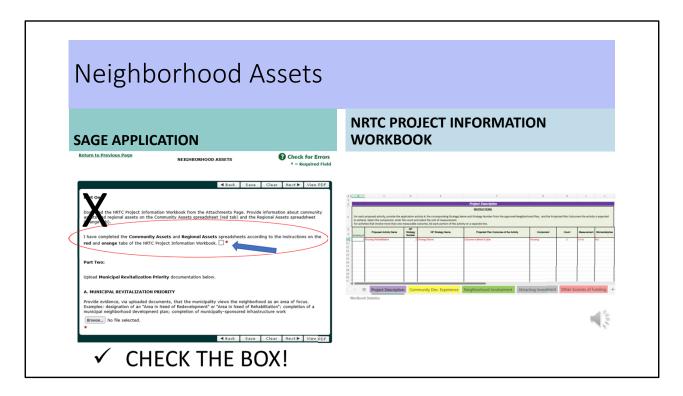
By now, all grantees should know the policy of advancing up to 90% of the grant award in increments of up to 30%. What's new about Advances? Grantees will not have to expend the funds within three months, but they will have to submit an FSR every 3 months. The next advance request will be processed once the FSR that fully expenses the previous advance has been approved.



Also new, we've put all that down on paper or more accurately, in a digital form to standardize the request process for advances. The form is available now from your grant manager and will be available on the NRTC web page along with some other resources for grantees soon.



Standardized documentation for FSRs was introduced to grantees in March of 2023. Some grantees began using the new forms right away, in the 2nd quarter last year. More grantees came on board with standardized reporting during the 3rd and 4th quarters. That downward trend on the graph means standardized reporting is working to reduce the time between FSR submission and Payment Complete.



The Community Assets and Regional Assets tabs have been removed from the workbook. That information is no longer required, but the corresponding Neighborhood Assets page is still in the SAGE application and must be completed for submission. Applicants must check the box, but there are no Community Asset or Regional Asset spreadsheets to complete.

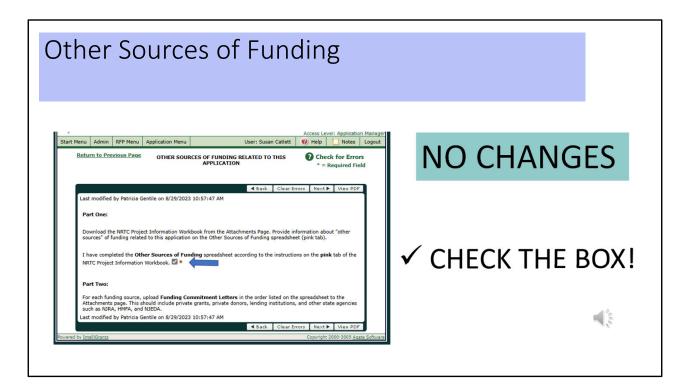
The Municipal Revitalization Priority section, which is located on the Neighborhood Assets page has not changed.

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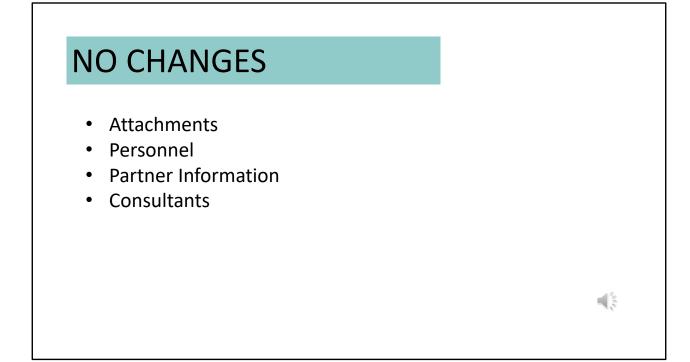
The Addressing Distress tab has been removed from the workbook. This information is no longer required but the box must be checked on the Addressing Distress page of the SAGE application.

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Projet Description Community	Dev. Experience	eighborhood Inv	Attracting Investment Other Sources of	f Funding +	✓ CHECK THE BOX!
		3 Y	EARS' INFO	Э <u>NO</u>	<u>T</u> 5 for 2025

As with Community Development Experience just 3 years of Attracting Investment information is required for 2025, and no changes on the SAGE application page. Just remember to check the box.



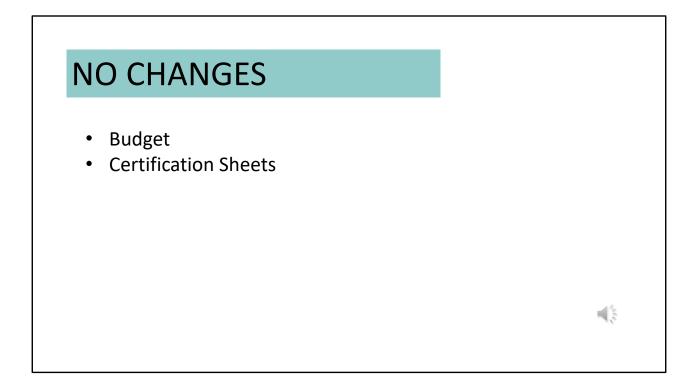
No change to Other Sources of Funding.



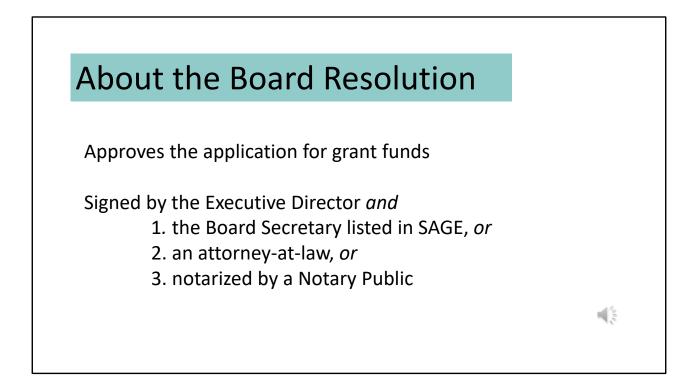
No changes were made to these application pages.

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Return to Previous Page IMPLEMENTA	TON TEAM INFORMATION	Check for Errors		
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their experience with the activity they would implement.	X			
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Name	Partner Agency? Consulta	nt? Proposed Years of Experience		
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While this *page* is required for application submission, the information itself is not required for the 2025 application. Applicants must make one entry on this page, but it can be a "dummy" entry. Yes, even Mickey Mouse may be listed here.



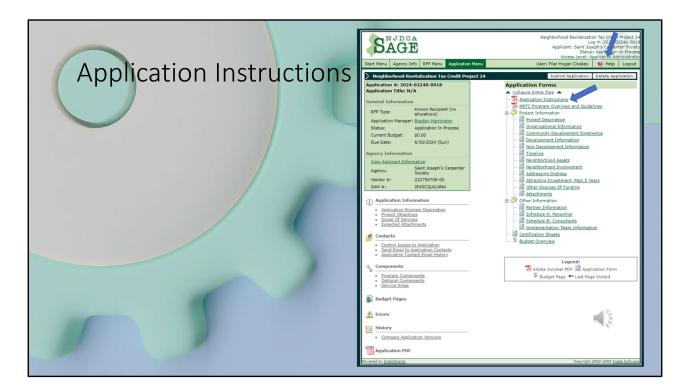
No changes were made to the Budget or the Certification Sheets pages of the application. Next, a quick word about the board resolution applicants will upload to the Certifications Sheets page.



The required board resolution must be executed as detailed on the slide. In previous application cycles, we have allowed applicants to use a placeholder document and submit the properly executed resolution later, outside of SAGE. This practice has sometimes resulted in delays in grant contract creation. For this reason, applicants must make every attempt to upload a properly executed board resolution at the time of application submission.

DOCUMENT FILE NAMES	
USE LETTERS AND NUMBERS ONLY. NO SPECIAL CHARACTERS #@%\$!	
	and the second s

For the Board Resolution and all documents uploaded to SAGE, use letters and numbers only in file names. Documents named with special characters may not open.



We've covered the Application Forms on the right side of the SAGE screen. The Application Instructions provide a wealth of information about the mechanics of SAGE and handling the application components on the left side of the screen. Help, located on the top right of the screen is helpful. Applicants are urged to review the instructions and utilize the help feature.

SAGE	Neighborhood Revitalization Tax Credit Projec Log =: 2024-02240-0 Applicant: Saint Joseph's Carpenter So	0018 Application Instructions	Page 9 of 1
Start Menu Agency Info RFP Menu	Status: Application In Pro Access Level: Application Administr	cess Project Objectives ator An Objective is a distinct, quantifiable element that must be achieved in order to	NUT AND A STATE AN
right hand comer of the page. Ob NOTE: Add program components Application Program Descrip		attain the guades of a program or project. Cick on Objectives and enter the appropriate instrumation— — Number – You may use your own number system to group or prioritize your electrons. — Stord Description—Provide and	Benefitie Alexandra
Add Objective: Number Short Description Detailed Description	Save Cancel	abbreviated version of the objective — Detailed Description – Use this field to elaborate on the Short Description you entered in the previous field.	Antonen Alando
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* = Required Field > Current Objectives: There are no current objectives.	Save Cancel	When finished, click the Scope of Services t	ao or return to the Application Menu .
Powered by <u>IntelliGrants</u>	Copyright 2000-2005 <u>Agent Soft</u>		
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This is where the Objectives – what is planned, how it will be done and by what measures performance will be determined is entered.

The short description should be just that: a word or two

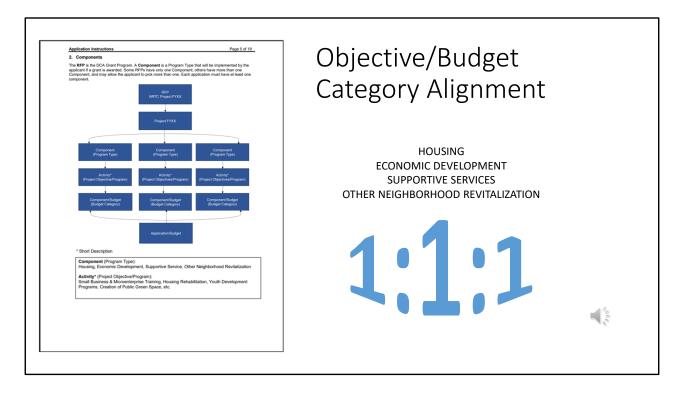
Despite the name, the detailed description doesn't need much detail, just enough to give a clear picture of what funds will be used for:.

The Methods are the "how", which should be brief as well.

Performance Measures should be measurable.

Please do not include references to Neighborhood Plans in this section, or specific addresses if possible.

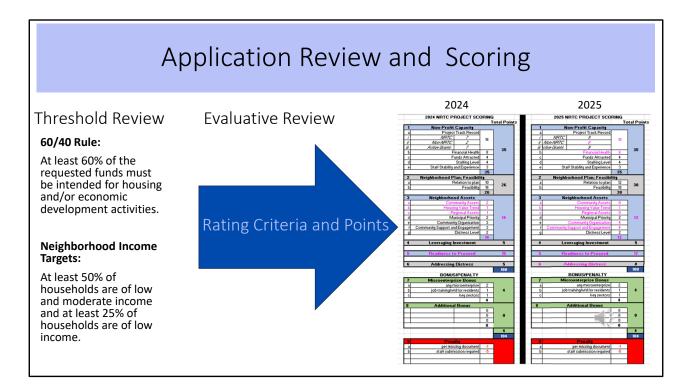
The information entered here will appear on the Grant Agreement. Although the character limits are high, you do not need to use them all. Careful wording and avoiding the use of specific addresses in this section could help avoid the hassle of a grant amendment down the line.



In the Overview and Guidelines and in the Application Instructions, you'll find this page to guide the structure of your funding request. NRTC grants are comprised of four possible Components or Program types: Housing, Economic Development, Supportive Services and Other Neighborhood Revitalization, sometimes abbreviated as "Other".

For each component of the application, each activity planned to achieve project objectives will be listed. Each activity will have a corresponding Component Budget or Budget Category. These elements will comprise the application budget.

The take-away here is the one-to-one-to-one relationship between the application components, activities, and budget.



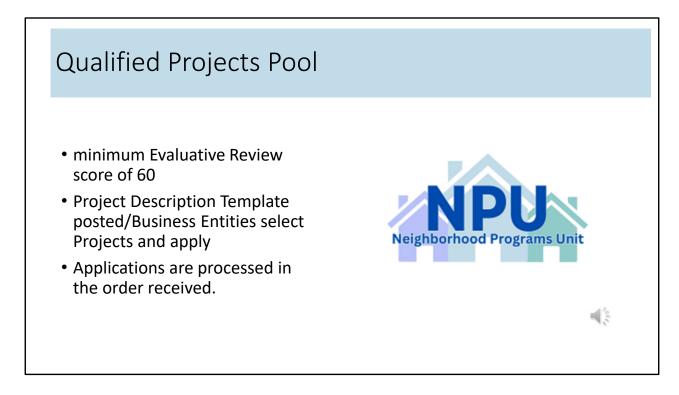
Applications not meeting the 60/40 Rule or Neighborhood Income Targets would not undergo an Evaluative Review. Such applications would be considered "nonstarters".

Changes to the rating criteria and points for 2025 are detailed in the overview and guidelines. Criteria and points for 2024 and 2025 are shown here for comparison.

We are using a 100-point scale, but for applications supporting microenterprise there are 4 possible bonus points.

In the Overview and Guidelines, we've provided a checklist of all the documents required. SAGE prevents application submission when tasks, namely the Annual Agency Information Update or upload of the Annual Audit are left unattended.

Points may be deducted for failure to upload required documents or if SAGE prevents an application from being submitted, and staff must assist.



Applications receiving a minimum Evaluative Review score of 60 points will be entered into the Qualified Projects Pool, or QPP.

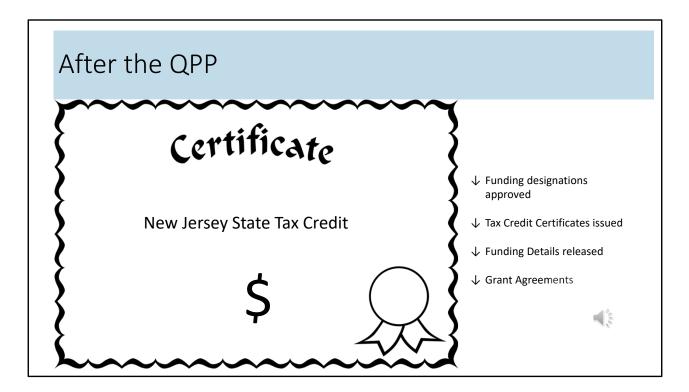
The Project Description Template will be posted to the NRTC website in conjunction with the Business Entity Application period. Businesses will select projects to fund and submit applications.

Applications will be processed in the order they are received.

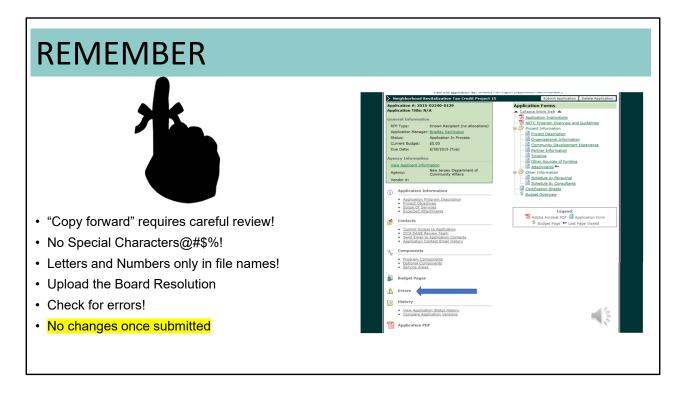
The order projects are listed in on applications and the order the applications are received will determine which projects are funded before the allotted tax credits are gone.



Organizations are encouraged to reach out to businesses that may support them. Encourage them to apply early and list your project first on their application. The NRTC Team will support your outreach efforts by explaining the program to potential investors. Email NRTC@dca.nj.gov to arrange a phone call or meeting.



Once the funding designations have been approved, tax credit certificates will be issued, funding details will be released, and grant agreements will be finalized.



Any application copied forward must be carefully reviewed and updated where needed. We can't open documents named with special characters, so use letters and numbers only when naming files for upload to SAGE. Make every effort to upload the properly executed board resolution at the time of application. Remember to check for errors. Once submitted, the application is final; no changes can be made.



Questions about this presentation? Email the NRTC Team at <u>NRTC@dca.nj.gov</u>. Best of luck for a successful application and fully-funded project!